

# Accounts Payable: Invoice Processing Signature Authority (SAS) Approval

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**Note: The application is most effective in the latest version of Mozilla for Windows users and the latest version of Safari for Mac uses. In each browser, pop up blockers must be turned off.**

## Purpose

The purpose of this document is to guide SAS approvers through the steps to take action on high dollar value invoices.

## Procedure

High dollar invoices require additional approvals prior to payment. A high dollar invoice totals \$100K and is associated with a purchase orders that is equal to or greater than \$1M. High dollar invoices require additional approval from an authorized employee with signature authority and acknowledgment from the buyer to ensure that the pricing, along with the terms and conditions, are in alignment with the subcontract

The Accounts Payable Automation system will route the invoice to the named certifier on the PO for certification. The system will then route the invoice to the SAS approver and responsible buyer to gain their approval and concurrence respectively. Once both the SAS approver and buyer provide their acceptance of the invoice, the invoice is released from hold and payment is made.

The SAS approver has several available actions that can be taken on an invoice.

- Selecting “approve” allows the invoice to be matched with the buyer approval to release the payment to the vendor.
- Selecting “issue” allows the SAS approver to return to invoice to the certifier for resolution of an issue (project id selection, matching of PO lines or simply an invoice that needs to be rejected).
- Selecting “research” allows the SAS approver to place the invoice on hold for later action.

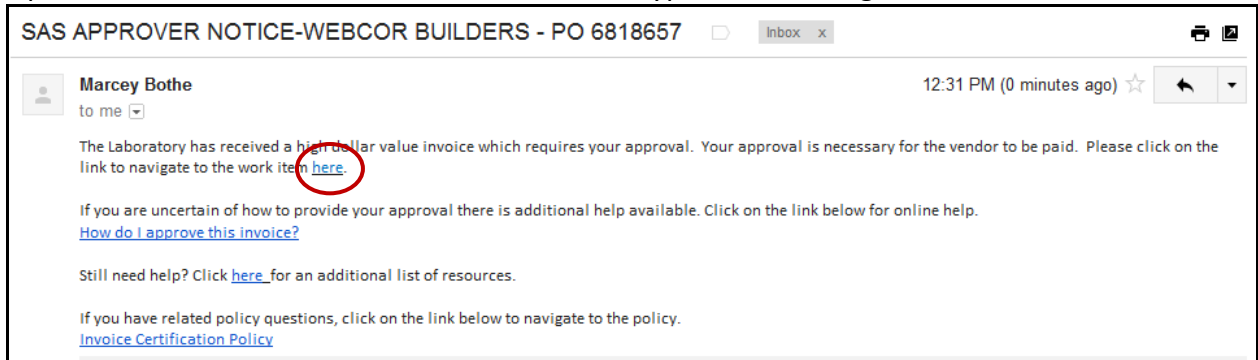
The SAS approver can take action on an invoice awaiting approval in two ways:

1. Taking action-[Email Notification](#).
2. Taking Action-[Accessing Work Queue](#).

## Procedure Steps

### Taking Action - Email Notification

1. Open the email notification and click on the link hyper link to navigate to the work item.



2. The hyperlink will launch two windows, one contains the Financial Management System (FMS) screens and the second will open the Approval Workflow Screen.

FMS Screen	Approval Workflow Screen
<ul style="list-style-type: none"><li>• Displays the project id the invoice is posted to</li><li>• Indicates which lines of the PO will be charged</li><li>• Shows the dollar value for each line of distribution</li></ul>	<ul style="list-style-type: none"><li>• Displays and image of the invoice</li><li>• Allows for action by the SAS approver<ul style="list-style-type: none"><li>○ Approve</li><li>○ Issue identification</li><li>○ Research</li></ul></li></ul>

### FMS Screen

1. Populate the login screen with your LDAP user name and password.

The screenshot shows the Berkeley Lab FMS login screen. At the top, there is the Berkeley Lab logo and the text "Berkeley Lab FMS" and "ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY". Below this, there is a login form with fields for "User ID:" and "Password:", and a "Sign In" button.

The "Certifying Invoices" screen is opened after signing on.

2. The FMS screen is presented showing:
  - a. PO line(s) utilized
  - b. Project id's selected
  - c. Total(s) for each distribution line

The SAS approver should review the information to confirm it is accurate. Once the SAS approver has completed the review, the screen can be closed.

Certify Invoices

Unit: LBNL Invoice: 10061.00027 Vendor: WEBCOR BUILDERS

Voucher: 00816519 Date: 06/30/2012 ID: 0000042166

PO No.: 6894252 Po Term Type: Ext-Term

Invoice Amount: 1,669,643.00 Term End Date: 09/30/2013

Certifier: 012429 Heffernan, Jack S Save Changes

Voucher Line Details Find First 1 of 1 Last

Line Number	Description	Unit Price	Line Qty	Line Amt	Distribute by
1	CYCLOTRON RD BERKELEY, CA 9472	1669643.00000	1.0000	1669643.00	Amount

Project Distribution

Vchr Dst#	PO Line	PO Dst#	ARRA	PO Project (Lien)	Project (Cost)	PO Amount Available	Quantity Vouchered	Merchandise Amt	Freight / Misc Amt	Total	Source Type	Category
1	22	1		FN9354	FN9354	18655973.000	1.0000	1669643.00		1,669,643.00	SRVCS	21000

## Approval Workflow Screen

1. The workflow screen is presented to the SAS approver for review of the invoice and to take the appropriate action.

Action Status Route Close Reassign

Action: Approve


Memo:

OK Cancel

Certification PO Activity PO Inquiry Notes Activity

This content has been launched in an external window.

INVOICE



1751 HARBOR BAY PARKWAY, SUITE 200 - ALAMEDA, CALIFORNIA 94602 - (510) 748-1900 FAX (510) 748-7800

THE REGENTS OF THE UNIVERSITY OF CA  
LAWRENCE BERKELEY NATIONAL LABORATORY  
1 CYCLOTRON RD  
BERKELEY, CA 94720

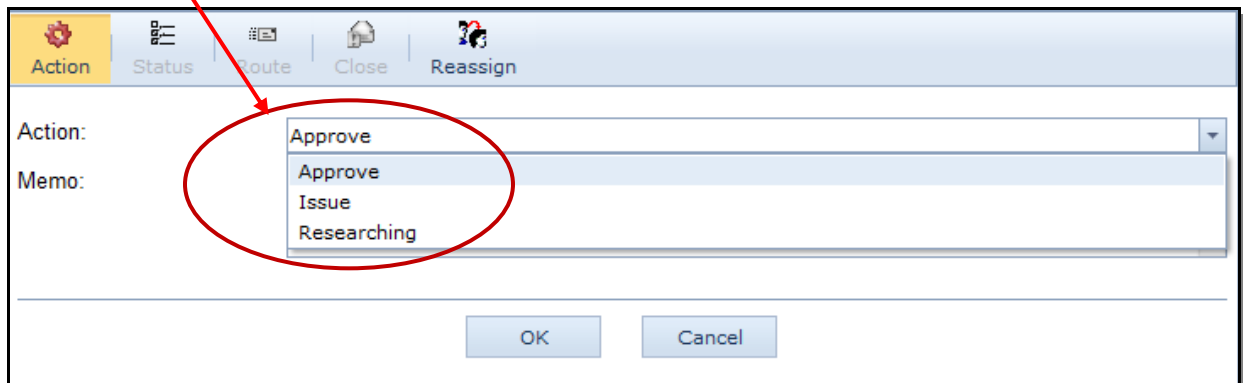
DATE 6/30/2012  
Month / Day / Year  
INVOICE 10061.00027

NON-ARRA  
PROJECT#10061.00-LBNL SEIS. PH II-PRECON  
BERKELEY, CA

PO#6894252  
PROGRESS BILLING #27  
PERIOD TO: 6/30/2012

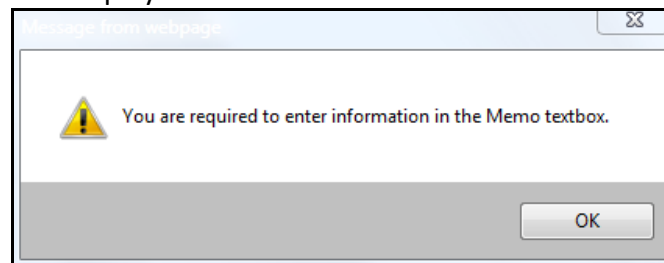
2. The available actions are:

Action	Description
Approve	This action allows the invoice to match with buyer approval and the invoice is released for payment.
Issue	This action goes back to the certifier for additional steps to be taken. Ex: project id change is needed, the PO Line is matched inappropriately or the invoice needs to be rejected and returned to the vendor.
Researching	This action is used to keep the work item with the SAS Approver to allow time for external research on the appropriateness of the item.



The screenshot shows the SAS Approval interface. At the top, there is a navigation bar with buttons: Action, Status, Route, Close, and Reassign. Below this, there is a form with two fields: 'Action:' and 'Memo:'. The 'Action:' dropdown menu is open, showing three options: 'Approve', 'Issue', and 'Researching'. A red circle highlights the 'Action:' dropdown menu, and a red arrow points from the 'Approve' option in the table above to the 'Approve' option in the dropdown menu. At the bottom of the form, there are 'OK' and 'Cancel' buttons.

3. If the item is placed in the action of “Issue” or “Researching,” the memo box must be populated with text summarizing what the problem is. If this area is left blank, the pop up screen below is displayed.

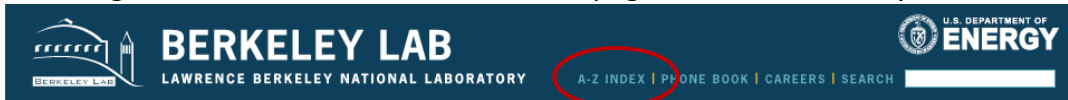


4. Once an action has been taken on the invoice you are returned back to the email notification.

## Taking Action - Accessing Work Queue

Using this option allows the approver to navigate directly into the work queue. The work queue shows a listing of invoices that have been routed and require approval.

1. Navigate to the A-Z Index from the home page, select C for Certify



2. Populate the login screen with your LDAP user name and password.

The screenshot shows the 'CENTRAL LOGIN FACILITY' page. The 'USERNAME:' and 'PASSWORD:' input fields are circled in red, indicating where the user should enter their credentials. A 'Login' button is also visible below the password field.

*Note: If you are already signed into your email account this step is skipped and your LDAP is authenticated.*

3. The work flow screen is displayed with the invoices for review.
  - a. Click on the second level folder, "SAS Approver" to see items that have been routed to you for approval.
  - b. Click on any of the column headings to sort the invoices in ascending or descending order.

The screenshot shows the 'SAS Approver' workflow screen. The 'SAS Approver' folder in the left sidebar is circled in red. The main table of invoices is also circled in red. The table has the following columns: Process Name, State Name, Prior Process Name, Owner, Vendor Name, Certifier ID, Invoice No, Invoice Amt, and PO No.

Process Name	State Name	Prior Process Name	Owner	Vendor Name	Certifier ID	Invoice No	Invoice Amt	PO No
High Value Approval	New	Voucher Status Update	SAS1	INTERNET2 CORP	GLMOSLEY	12610	\$247,432.96	6815617
High Value Approval	New	Voucher Status Update	SAS1	WEBCOR BUILDERS	MGCRUZ	10061.00023	\$1,323,621.00	6894252
High Value Approval	New	Voucher Status Update	SAS1	REGENTS OF THE UNIVERSITY OF CALIFORNIA	JLMANN	INV00185266	\$158,949.76	6803969


4. Double click anywhere on the row to open the item up.

5. This will launch two windows, one contains the Financial Management System (FMS) screens and the second will open the Approval Workflow Screen.

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## FMS Screen

1. Populate the login screen with your LDAP user name and password.

The image shows the Berkeley Lab FMS login screen. At the top left is the Berkeley Lab logo, and to its right is the text "Berkeley Lab FMS" in a large blue font. Below this, in a smaller red font, is "ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY". The main content area is a light gray rectangle containing a "User ID:" label followed by a text input field, a "Password:" label followed by a text input field, and a "Sign In" button below them.

The “Certifying Invoices” screen is opened after signing on.

*Continued, next page*

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Certifier: 012429 Heffernan, Jack S

Save Changes

**Voucher Line Details**

Find First 1 of 1 Last

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Project Distribution

Accounting Details

PO Line Info

ARRA

Vchr Dst#	PO Line	PO Dst#	ARRA	PO Project (Lien)	Project (Cost)	PO Amount Available	Quantity Vouchered	Merchandise Amt	Freight /Misc Amt	Total	Source Type	Category
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Memo:

OK Cancel

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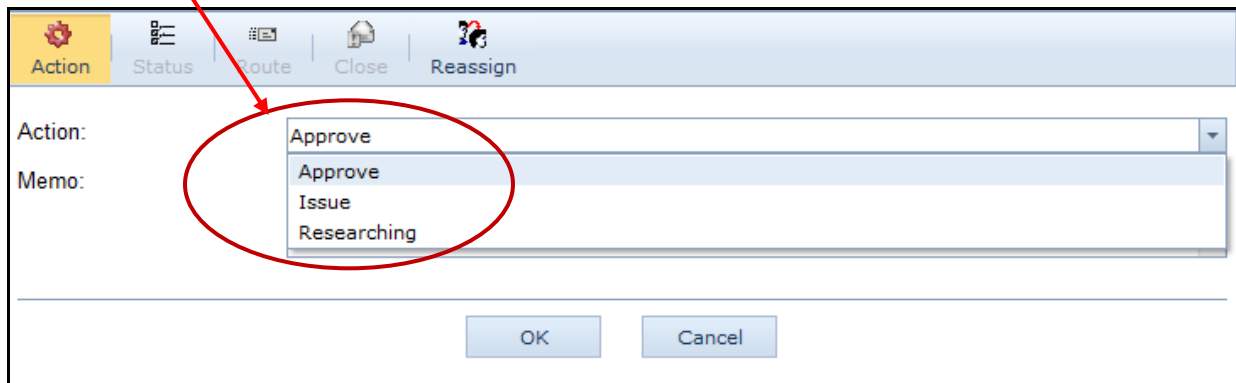
DATE: 6/30/2012  
Month / Day / Year  
INVOICE: 10061.00027

**NON-ARRA**  
PROJECT#10061.00-LBNL SEIS. PH II-PRECON  
BERKELEY, CA

**PO#6894252**  
PROGRESS BILLING #27  
PERIOD TO: 6/30/2012

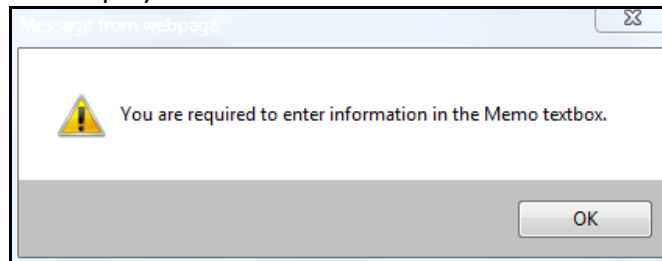
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